

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: July 7, 1997
Revised: August 2006
Revised: February 2012

SUBJECT: AOP 12.36 – Repeat Policy

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the holders of this manual regarding the ability of undergraduate students to repeat a course for a new grade.

REVIEW:

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE:

1. A course may be repeated with the appropriate departmental approval of the department in which the student's academic major is housed.
2. A course that is repeated and in which the student originally received a passing grade will not normally generate additional credit hours toward graduation.
3. Unless the student chooses to activate the academic forgiveness policy (AOP 12.20) in the semester the repeated course is taken, the grade in the repeated course will be averaged with all previously completed courses, including the one repeated, for the computation of the grade point average. All course listings and the respective grades will remain on the permanent transcript.
4. The last grade received in a repeated course will be the grade applied toward graduation, even if it should be lower than a previous grade.

RESPONSIBILITIES:

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2016

APPROVED: July 7, 1997
Revised: August 2, 2006

APPROVED BY:

<u>/s/ Peter L. Ryan</u>	<u>02/20/2012</u>
Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>02//22/2012</u>
Provost and Executive Vice President	Date

<u>/s/ Meghan Millea</u>	<u>02//29/2012</u>
President, Robert Holland Faculty Senate	Date

REVIEWED BY:

<u>/s/ Lesia Bryant</u>	<u>03/23/2012</u>
Director, Office of Internal Audit	Date

<u>/s/ Joan L. Lucas</u>	<u>03/30/2012</u>
General Counsel	Date

APPROVED:

<u>/s/ Mark Keenum</u>	<u>04/03/2012</u>
President	Date